

Alaska Migrant Education Program

A guide to the Mass Withdrawal Process 2013-2014



Purpose of the Mass Withdrawal Report

The Mass Withdrawal Report serves two purposes:

1. To withdrawal all migrant students from the migrant education program at the end of each school year.

- a) Federal regulation states that a migrant child is eligible for three years (36 months) from the student's most recent qualifying arrival date, as documented on the COE. *However, annual verification of eligibility in the Migrant Education Program is a requirement of the State of Alaska for participation in the Migrant Education Program;* this requirement is included in the State's quality control plan, as approved by the United States Department of Education. The Alaska Migrant Education Program withdrawals all migrant students at the end of each school year; therefore, migrant eligibility must be reestablished at the start of or prior to the next school year.
- b) Reestablishing eligibility for your district's migrant students at the start of each school year determines your migrant count for the reporting year. This will affect your migrant allocation.



Purpose of the Mass Withdrawal Report cont.

2. To provide the Migrant Education Office (MEO) a list of services each district provided to their eligible migrant students during the school year. Services need to be recorded for each student individually.
 - a) Services are distinct in that they are the educational or educationally related activities provided to migrant children to enable them to succeed in school. Because student success is the overarching goal of the Migrant Education Program (MEP), services are a vital aspect of the program.

Changes/Updates

- SP code A (updated) – **Literacy Support**: Book(s) provided through the migrant book program.
- SP code L (new) – **Literacy Event with *Instructional Service***: Book(s) provided through the migrant program or other sources AND participation in related literacy instruction/activities led by a certified teacher. ***Certified teacher must be paid using migrant funds.***

What are Supplemental Services (SPs)

What are services?

- Services are a subset of all allowable activities that the MEP can provide through its programs and projects. “Services” are those *educational or educationally related activities* that:
 1. directly benefit a migrant child;
 2. address a need of a migrant child consistent with the SEA’s comprehensive needs assessment and service delivery plan;
 3. are grounded in scientifically based research or, in the case of support services, are a generally accepted practice; and
 4. are designed to enable the program to meet its measurable outcomes and contribute to the achievement of the State’s performance targets.
- Services are categorized as instructional services, support services, or referred services. **Instructional and support services must be provided using migrant funds.**

Instructional Services

What are Instructional Services?

- Instructional Services are educational activities for pre-school age children and instruction in elementary and secondary schools, such as tutoring before or after school.
 - Students who received any type of Migrant Education Program funded instructional service during the regular school year either by a certified teacher or a paraprofessional should have the services listed on the MW report.
- Instructional Services include the following SP codes: L, B, C, D, E, F, G, H, R, S, T, U, V, and K

Instructional Services SP Codes

- L – Literacy Event with *Instructional Service*:** Book(s) provided through the migrant book program or other sources **AND** participation in related literacy instruction/activities led by a certified teacher. ***Certified teacher must be paid using migrant funds.***
- B – Reading by Teacher:** Reading instruction provided by a certified teacher.
- C – Reading by Paraprofessional:** Reading instructional support provided by a paraprofessional.
- D – Math by Teacher:** Math instruction provided by a certified teacher.
- E – Math by Paraprofessional:** Math instructional support provided by a paraprofessional.
- F – Language Arts by Teacher:** Language Arts instruction provided by certified teacher.

Instructional Services cont.

- G – Language Arts by Paraprofessional:** Language Arts instructional support provided by a paraprofessional.
- H – Science:** Science instructional support provided by a certified teacher or a paraprofessional.
- R – High School Credit Accrual:** Instruction in courses that accrue credits needed for high school graduation provided by a **certified teacher** for students on a regular or systematic basis, usually for a predetermined period of time, such as credit recovery through distance learning or night classes. *****Please also provide an SP code for the corresponding content area in which the service was provided for the students you report receiving High School Credit Accrual.***
- S – Social Studies:** Social Studies instructional support provided by a certified teacher or a paraprofessional.

Instructional Services cont.

T – Other Academic Content or Study Skills Support: Study skills, instructional support in other academic content areas such as art and music.

U – Career and Technical Education: Migrant funded instructional support in career and technical education.

V – Preschool: Eligible migrant children attending a Preschool funded by migrant education.

K – Targeted Instructional Service in a Schoolwide program where Migrant Education (Title I-C) funds were consolidated: Instructional service must be directly funded with Migrant Education Program funds and targeted to identified MEP students only. These services must be in addition to instructional support migrant students receive as part of the schoolwide plan. Services provided with schoolwide consolidated funds cannot be reported.

Support Services

What are Support Services?

- Support Services are educationally related activities, such as advocacy for migrant children; health, nutrition, and social services for migrant families; necessary educational supplies; transportation.
 - Students who received any type of Migrant Education Program funded support service during the regular school year should have the services listed on the MW report. *****The one-time act of providing instructional or informational packets to a child or family does not constitute a support service.***
- Support Services include the following SP codes: A, W & X



Support Services SP Codes

- **A – Literacy Support:** Book(s) provided through the migrant book program.
- **W – Counseling:** Services to help a student better identify and enhance his or her educational, personal, or occupational potential; relate his or her abilities, emotions, and aptitudes to educational and career opportunities; utilize his or her abilities in formulating realistic plans; and achieve satisfying personal and social development. These activities take place between one or more counselors and one or more students as counselees, between students and students, and between counselors and other staff members.
 - a) To claim counseling as a support service, the counseling service must be funded with Migrant Education Program funds only and the service provided directly to Migrant Education Program students.
 - b) These counseling services are outside of the regular counseling provided to all district students.



Support Services cont.

X – Social Work, Outreach or Advocacy, Nutrition, Health/Safety Education and Family Support Services: Support services other than counseling funded by the Migrant Education program. Examples include health, nutrition, transportation, and related social services.



Referred Service

What is referred service?

- Students who receive an educational or educationally related service funded by another non-MEP program/organization that they would not have otherwise received without efforts supported by MEP funded staff.
 - *****The referral must come from Migrant Education Program funded staff and student must receive the referred service.***
- Referred Service SP Code: Z



Referred Service SP Code

- **Z - Referred Service:** Students who receive an educational or educationally related service funded by a non-MEP program/organization and received due to the referral efforts of MEP staff.
 - a) Students must actually receive a service; the simple act of referral to another agency is not counted as a referred service.



Activities *NOT* Considered a Service

- Activities NOT Considered a Service:
 - activities related to identification and recruitment activities,
 - parental involvement,
 - program evaluation,
 - professional development,
 - administration of the program,
 - the one-time act of providing instructional packets to a child or family,
 - handing out leaflets to migrant families on available reading programs as part of an effort to increase the reading skills of migrant children.
- Although these are allowable activities, they are not services because they do not meet all of the Supplemental Service criteria. **These activities would not fall under an SP code and would not be recorded on your district's Mass Withdrawal.



Instructional SP Codes

- **L** – Literacy Event with Instructional Service
- **B** – Reading by Teacher
- **C** – Reading by Paraprofessional
- **D** – Math by Teacher
- **E** – Math by Paraprofessional
- **F** – Language Arts by Teacher
- **G** – Language Arts by Paraprofessional
- **H** – Science
- **R** – High School Credit Accrual
- **S** – Social Studies
- **T** – Other Academic Study Skills
- **U** – Career and Technical Education
- **V** – Preschool
- **K** – Targeted Instructional Service in a Schoolwide Program Where Migrant Education (Title 1-C) Funds Were Consolidated



Support Services SP Codes

- **A** – Literacy Support
- **W** – Counseling
- **X** – Social Work, Outreach or Advocacy, Nutrition & Health/Safety Education

Referred Services SP Code

- **Z** – Referred Services

Reporting SPs

- Each district should have received an Excel spreadsheet listing all migrant students enrolled in their district.
- On this list, SPs are to be reported for each student who received a **migrant-funded Title I-C** supplemental service during the regular school year.
- Services provided to migrant students during the summer will be reported on the Summer Withdrawal Report, which is due at the end of September.
- To enter an SP, simply enter the SP code in the SP Code column.
- Separate multiple SPs by a comma and a space. The SPs do not need to be listed alphabetically on the spreadsheet.



Reporting SPs Changes

- SP codes to be reported on the Mass Withdrawal are for services provided during the regular school year. The regular school year consists of the first day of school to last day of the school.
- Services provided to migrant students during the summer will be reported on the Summer Withdrawal Report, which is due at the end of September. The summer period includes any time after the end of the school year, until the start of the new school year.

Sample Mass Withdrawal Report

Alaska School District 2013-2014 Mass Withdrawal Report

SH SEQ	District Name	Facility ID	Student ID	Last Name	First Name	Middle Name	Grade	Enroll Date	EOE Date	PFS	Withdrawal Date	Term Code	Term Date	SP Codes	Comments
54123	Alaska School District	AKAKBB	123456	ADAMS	JOE	JAMES	12	8/21/2013	7/15/2014						
54133	Alaska School District	AKAKCC	123879	BAKER	SUSAN	MARIE	09	8/21/2013	6/21/2014	YES					
54128	Alaska School District	AKAKAK	999955	SMITH	SALLY	ANN	03	8/21/2013	7/8/2016						
54122	Alaska School District	AKAKBB	551414	BROWN	MYRA	LOUISE	PS	8/21/2013	7/1/2015						
54125	Alaska School District	AKAKCC	616145	JONES	LEDA	JILL	K	8/21/2013	8/4/2016						
54129	Alaska School District	AKAKCC	323214	LINNER	VICTOR	BOB	05	8/21/2013	8/1/2016						
54126	Alaska School District	AKAKAK	141414	MARKS	CAROL	KAY	00		7/31/2015						
54124	Alaska School District	AKAKBB	151518	MACK	SCOTT	GUY	02	8/21/2013	6/15/2015	YES					
54130	Alaska School District	AKAKBB	888999	MACK	GLEN	SAM	04	8/21/2013	6/15/2015						
54131	Alaska School District	AKAKCC	777555	COSTER	JULIE	CAROL	OY		5/15/2015						
54127	Alaska School District	AKAKCC	656565	FREANCE	MAY	AMY	09	8/21/2013	6/23/2014						
54132	Alaska School District	AKAKAK	664477	MCGRATH	ALLY	JANE	11	8/21/2013	6/18/2016						

A report similar to this will be provided to all districts. With this list, districts will report all migrant SP services provided, withdrawal dates and any term codes/dates.



Term Codes & Dates

Termination code is used to tell us why a student has left the Migrant Education Program before the end of their eligibility.

Term date is the date they left the program.

Termination Codes

D = Deceased

G = Graduated

M = Moved

N = Parent Refusal

O = Dropped Out

Y = Aged Out

Supplemental Services Questions

1. You are providing a distance learning course in Math, supervised by a certified teacher (the teacher is paid by a stipend using migrant funds), to a high school eligible migrant student, so they may finish their HS credits and graduate. Is this a service and if so, how do you record on the Mass Withdrawal?

Answer: Yes this is an instructional service. You are providing instruction in a course that accrues credits needed for HS graduation and the certified teacher was paid using migrant funds. You would enter SP codes D (Math by certified teacher) and R (HS Credit Accrual).

Supplemental Services Questions Con't.

2. You provided travel for migrant students to attend a course on preparing for the HSGQE. The course was not taught by migrant funded staff. Can you record on the Mass Withdrawal?

Answer: Yes, you would list SP code X for all students who received the transportation (Support Service). You can not claim as an instructional service for these students because the course was not taught by migrant funded staff.

Supplemental Services Questions Con't.

3. You have a migrant funded staff who helps a student to receive counseling services from another agency. Can you record as a service on the Mass Withdrawal?

Answer: Yes, you can claim as a Referred Service and enter SP code Z. Migrant funds did not pay for the counseling but a migrant funded staff referred the student *and* the student received counseling.

Supplemental Services Questions Con't.

4. You received a migrant funded book grant and purchased books for your eligible migrant students. You held a family literacy evening and invited migrant students and families. During this event the migrant students picked out their books and a certified teacher provided a related literacy instruction. The teacher was paid using general funds. Can you claim this as a migrant supplemental service?

Answer: Yes, you can claim as a Support Service and use SP code A. You cannot claim as an Instructional Service (even though a certified teacher provided literacy instruction) because the certified teacher was paid using general funds, not migrant funds. This is a support service because the books were paid for using migrant funds.

Completed Mass Withdrawal Report-

SH SEQ	District Name	Facility ID	Student ID	Last Name	First Name	Middle Name	Grade	Enroll Date	EOE Date	PFS	Withdrawal Date	Term Code	Term Date	SP Codes	Comments
54123	Alaska School District	AKAKBB	123456	ADAMS	JOE	JAMES	12	8/21/2013	7/15/2014		5/15/2014	G	5/15/2014	B	
54133	Alaska School District	AKAKCC	123879	BAKER	SUSAN	MARIE	09	8/21/2013	6/21/2014	YES	5/15/2014			D, E, X	
54128	Alaska School District	AKAKAK	999955	SMITH	SALLY	ANN	03	8/21/2013	7/8/2016		5/15/2014			W	
54122	Alaska School District	AKAKBB	551414	BROWN	MYRA	LOUISE	PS	8/21/2013	7/1/2015		5/15/2014			A, B, C, D	
54125	Alaska School District	AKAKCC	616145	JONES	LEDA	JILL	K	8/21/2013	8/4/2016		12/18/2013	M	12/18/2013		MOVED TO ANCHORAGE
54129	Alaska School District	AKAKCC	323214	LINNER	VICTOR	BOB	05	8/21/2013	8/1/2016		5/15/2014				
54126	Alaska School District	AKAKAK	141414	MARKS	CAROL	KAY	00		7/31/2015		5/15/2014			X	
54124	Alaska School District	AKAKBB	151518	MACK	SCOTT	GUY	02	8/21/2013	6/15/2015	YES	5/15/2014			A, F	
54130	Alaska School District	AKAKBB	888999	MACK	GLEN	SAM	04	8/21/2013	6/15/2015		5/15/2014				
54131	Alaska School District	AKAKCC	777555	COSTER	JULIE	CAROL	OY		5/15/2015		5/15/2014			R, B, D	
54127	Alaska School District	AKAKCC	656565	FREANCE	MAY	AMY	09	8/21/2013	6/23/2014		5/15/2014				
54132	Alaska School District	AKAKAK	664477	MCGRATH	ALLY	JANE	11	8/21/2013	6/18/2016		5/15/2014				

The school district has entered all migrant supplemental program codes for their eligible migrant students. As a reminder, multiple SP codes are separated by both a comma and a space.

PFS

(Priority For Service)

- If your district has students that have been identified as Priority for Service, you must ensure that these students have been provided with the opportunity to receive supplemental services to meet their needs.
- These services must be paid for directly from your Migrant Education Program funds.
- Please see the Alaska Department of Education and Early Development Migrant Education 2013-2014 Harvest Manual (pages 86-88) for more information.

What About Missing Students?

- If, for some reason, your report is missing eligible migrant students, those students should be added to the bottom of the Mass Withdrawal report.
- Be sure to include their Alaska Student ID Number, School, Last, First, and Middle Name, as well as grade, enroll date, term code and term date if applicable, and any supplemental program codes.

Important Information

- Similar to last year, no work in MIS2000 is required. You will be provided a spreadsheet to fill out. Once the spreadsheet is complete, e-mail it to: Kristine Gaffaney, kristine.gaffaney@alaska.gov.
- The Mass Withdrawal Report must be submitted by email in electronic format. We cannot accept scanned or faxed copies.
- The Mass Withdrawal Report is due June 15, 2014.



Review

- The Mass Withdrawal spreadsheet will be provided by MEO.
- All information must be entered electronically on the spreadsheet. (***We cannot accept MW reports with information handwritten in.***)
- Groups of SPs need to be separated by a comma and a space.
- Missing students should be entered at the bottom of the report.
- All completed reports must be submitted via e-mail to kristine.gaffaney@alaska.gov no later than June 15, 2014.



Questions

If you have questions at any point during the process, please feel free to contact Kristine Gaffaney in the MEO.

Kristine Gaffaney

907-465-5531

kristine.gaffaney@alaska.gov